

BASIC SCHOOL - SUMMARY OF PROGRAM ACCOMPLISHMENTS

Year Ago

Basic Orientation

Responsibility divided between Basic and Intelligence Schools; BIC(CS) offered 6 or 7 times per year.

Heavy reliance on lecture method, with 1 problem handled on discussion group basis.

"County Fair" included 20 exhibits, with representatives from 10 Offices manning their displays.

Communist Propaganda Exhibit recently introduced on small scale; shown during a lunch period.

American Thesis covered in 1 discussion of 1½ hours.

10 class days devoted to Introduction to Intelligence; 5 days to Communism and the USSR.

Today

Consolidated in Basic School; 11 courses per year; average enrollment approaching 90.

Five lectures converted to discussion group treatment, plus problem. This change in method followed by immediate rise in grades for 1st phase of course.

27 exhibits, with 7 new and 20 revised and improved; 22 manned by representatives from displaying Offices; marked increase in average attendance and number of special visitors.

Expanded in scope and content; made integral part of course, with 1½ hours allotted for display and discussion.

Treated in 3 discussion sessions, 4½ hours, and a special film, Conversation in [redacted] produced for use as a critique.

8 days allotted to 1st phase; 7 to Communism and the USSR.

Continuous evaluation of course content has resulted in introduction of 7 new lectures and exercises, replacing material judged to be of less value to classes.

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Year Ago

Administrative  
Training

Heavy reliance on lecture method, involving many guest speakers; staff instructor capability adequate to requirements of two major courses, plus tutorial teaching and special offerings (e.g., Tradecraft Terminology) as requested.

Today

Significant increase in staff instructor capability, making possible:

- a. Absorption of many lectures previously given by guest speakers.
- b. Introduction of small-group discussion method in portions of last running of Operations Support, with evidence of better student comprehension of material thus treated.
- c. Increased participation in and expanded coverage of administrative subjects in other OTR courses, especially on Finance subjects.
- d. Increased tutorial training, especially for AC/US, and continuing capability to provide special offerings as required.
- e. Development of new training aids.

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~~Year Ago~~

~~Today~~

Department  
Briefing  
(Monthly);

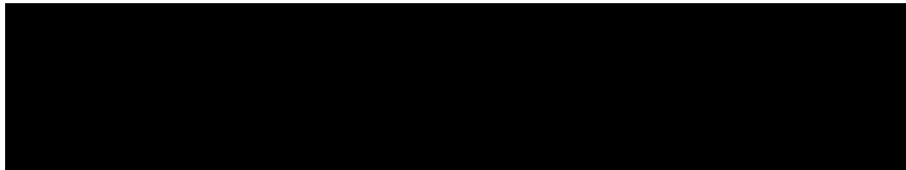
Orientation and Briefing

Program included weekly CIA Induction and quarterly Orientation, plus special briefings as required. 3 positions involved.

CIA Introduction (weekly); CIA Review (twice monthly); Dependents' Briefing (monthly); plus special briefings as required. 2 positions involved.

Clerical Training

Students in Clerical Training:



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Programs in operation included Induction, Orientation and Refresher, plus Non-Clerical Basic Typewriting and Tutorial Typing Training upon request.

3 regular programs expanded and/or improved by:

- a. Addition of 4-day filing course in Induction.
- b. Addition of classified Agency filing procedures in Orientation, and revision of correspondence instruction.
- c. Improvement of content and organization of shorthand courses in Refresher, and reorganization of English Usage course.

Special projects undertaken, including:

- a. Participation in Basic Supervision, Administrative Procedures, and Secretaries Workshop.
- b. Special course in English Usage, adapted for administrative and professional personnel, given at specific request of Offices.
- c. Continuation of Non-Clerical Typing and tutorial training.

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Today

Clerical Training

Program of internal staff development on systematic basis, involving Agency training and planned rotation of assignments, under consideration but not yet started. 8 members of staff had had total of 12 OTR courses, and no rotational assignments within the program had been effected.

10 staff members have had 13 additional training courses; 4 changes of assignment made for instructor development purposes; 1 secretary has developed into an instructor, and another is being trained for instructor duties. The result is a better prepared, more versatile, and more cohesive staff.

Other Activities

No basic training in techniques of writing and speaking; Instructor Training Course offered infrequently, aimed primarily at developing OTR instructors.

Successful courses conducted by Profs. [redacted] Instructor Training varied in method and approach, and aimed primarily at preparing operational personnel for training functions overseas; rendering services in connection with trainees of AC/OS; and providing technical assistance to other Agency components having internal training activities.

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NO CHANGE in Class. ☐  
☐ DECLASSIFIED  
Class. CHANGED TO: TS S (C)  
DDA Memo, 4 Apr 77  
Auth: DDA REG. 77/1763  
Date: 010278 By: 025

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16 December 1954

MEMORANDUM FOR: Assistant Director for Operations

SUBJECT : Clark Committee Visit to Office of Training

1. The Clark Committee is scheduled to visit the Office of Training on 24 and 25 January 1955. On 2 December 1954 representatives of the Committee were briefed at Headquarters on those activities of OTR which relate primarily to the Clandestine Services. On 2 and 3 December 1954 these representatives visited the Field Training Base. I assume that during the January visit they will be concerned largely with other activities of the Office.

2. I would like to suggest that one of the best means of reviewing our activities is to visit some of the training courses actually in progress at Headquarters. With that in mind, I am attaching a schedule showing all courses which will be in progress on 24 and 25 January 1955 and I hope it will be possible for each member to visit at least one of these courses. If you feel such a program is advisable, I will be glad to recommend those courses which might be of interest to each member based on his particular interests as a member of the Committee.

3. I would also appreciate some general advice on the line of approach the Committee would like to take in studying our facilities and activities. This will permit us to prepare an agenda covering necessary briefing and to schedule visits to courses if you so recommend.

MATTHEW BAIRD  
Director of Training

Attachment:  
Schedule of Courses

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OFFICE OF TRAINING

SCHEDULE OF HEADQUARTERS COURSES - 24 AND 25 JANUARY 1955

Full-Time Courses

	<u>Name</u>	<u>Inclusive Dates</u>	<u>Location</u>
25X1A	Operations Support	3-28 January 1955	
	Clandestine Services Review	17 Jan-4 Feb 1955	
	Counterespionage	24 Jan-4 Feb 1955	
	World Communism	10-28 January 1955	
25X1A	Intelligence Principles & Methods	24 Jan-18 Feb 1955	Alcott
	Investigative Techniques	10-28 January 1955	

Part-Time Courses

	<u>Name</u>	<u>Dates</u>	<u>Time</u>	<u>Location</u>
25X1A	Basic Supervision	17-18 January 1955	0900-1200	
	*Intelligence Briefing	24 Jan-18 Feb 1955	0930-1130	Alcott
	Clerical Refresher	10-28 January 1955	0830-1530	Alcott
	Reading Improvement	3 Jan-4 Feb 1955	1000-1430	Alcott

\*24 January only. Courses given Monday and Wednesday.

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